

**KNOWING YOUR ASSEMBLY POINT – WHY IT MATTERS****Knowing Your Assembly Point – Why It Matters**

In an emergency, such as a fire, gas leak, or evacuation, workers must leave the area quickly and move to a safe location. This location is known as the assembly point. Knowing exactly where to go after evacuating is critical to ensuring everyone is accounted for and kept out of danger.

This toolbox talk focuses on why assembly points are important and what to do once you get there.

What Is an Assembly Point?

An assembly point is a designated safe area where all workers must gather after evacuating a building or site.

It is used to:

- Account for all personnel.
- Confirm that everyone has exited safely.
- Provide a clear location for instructions.
- Keep people away from danger zones.

Assembly points are chosen to be a safe distance from the hazard.

Why Knowing Your Assembly Point Is Important

During an emergency, confusion can cause delays and increase risk.

If workers do not know where to go:

- Time is wasted searching for people.
- Emergency responders may be delayed.
- People may gather in unsafe areas.
- Panic and disorder may occur.

Knowing your assembly point ensures a fast and organised response.

What To Do After Evacuating

Once you leave the building or work area:

- Go directly to the designated assembly point.
- Do not stop along the way.
- Report to your supervisor or team leader.
- Remain at the assembly point until instructed otherwise.
- Follow all instructions from fire marshals or emergency personnel.

Do not leave the area without permission.

Important Safety Rules

- Do not re-enter the building for any reason.
- Do not block access routes for emergency services.
- Do not gather near entrances or exits.
- Assist visitors or others who may be unfamiliar with procedures.
- Stay calm and help maintain order.

Your actions help ensure everyone's safety.

Your Responsibility

Every worker must:

- Know the location of the assembly point.
- Understand the evacuation routes.
- Follow emergency procedures.
- Participate in drills and training.

Preparation ensures a safe response during real emergencies.

Summary

Assembly points play a vital role in emergency response by ensuring all workers are accounted for and kept safe. Knowing where to go and what to do after evacuating helps prevent confusion and delays. Always go directly to the assembly point, remain there, and follow instructions until it is safe to return.

Discussion Points

1. Where is the assembly point for this site?
2. What should you do if someone is missing at the assembly point?
3. Why is it important not to re-enter the building?

